

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Museum Property Handbook
(411 DM, Volume II)

Chapter 4 Inventory and Other Special Instructions

A. PHYSICAL INVENTORIES AND AUDITS

Inventories are used to check the physical location of objects and/or specimens and accuracy of the recorded catalog record information. Cataloging all museum property provides a 100% baseline inventory. To maintain the integrity of this baseline inventory, an annual inventory of all controlled museum property and a random sample inventory of the remaining cataloged museum property is required. If a unit has not completed cataloging, a random sample inventory by uncataloged accessions is required. To complete the inventory requirement collections must, at a minimum, be accessioned.

1. Annual Collection Inventory

The annual inventory assists museum property managers and responsible officials in identifying and correcting accountability problems that are specific to museum property or systematic in nature.

The annual collection inventory consists of the following segments:

- ! 100% inventory for all controlled museum property [410 DM 114-60.100(bb) and 411 DM 3.4A(1)];
- ! A random sample inventory of all other cataloged museum property, unless the collection has fewer than 250 cataloged objects and/or specimens in which case a 100% inventory is required [411 DM 3.4A(2)]; and
- ! 100% inventory, by accession number, of all accessioned but as yet uncataloged museum property, unless the collection has 250 or more uncataloged accessions in which case a random sample may be used [411 DM 3.4A(3)].

2. Inventory Reports

All units will need to generate a report for the 100% inventory of controlled and cataloged museum property;

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for inventoried at 100% or by random sample (see Figure 4.1); and, if needed, for the inventory of accessioned but uncataloged museum property (see Figure 4.2). Bureaus must establish specific procedures and make the annual call for these reports, and must certify that the inventories have been conducted. The inventory reports developed by the bureaus must meet the following requirements:

a. Inventory of Museum Property (Controlled)

Controlled museum property is all property valued above a monetary amount to be determined by the bureau, or property that is especially vulnerable to theft, loss, or damage, such as certain objects and/or specimens on exhibit. Short-term incoming loans, described in Chapter 5, are considered controlled property for inventory purposes, and require 100% inventory.

All controlled property that has been cataloged must be inventoried on a 100% basis. The inventory must verify the presence or absence of the object or specimen and the catalog record, confirm that the object or specimen location and other data on the catalog record are complete and correct, and note any substantive change in the condition of the object or specimen since it was last inventoried.

All controlled museum property will be accessioned and cataloged with the exception of short term incoming loans. The catalog record must indicate if the museum property is controlled. The bureau's or unit's Scope of Collection Statement, optional Museum Property Committee, curatorial staff, and the designated authority should determine the standards for designating controlled property.

b. Inventory of Museum Property (Random Sample)

In lieu of a 100% inventory of all other cataloged museum property, bureaus may establish procedures to complete a random sample inventory of all cataloged

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(non-controlled) museum property that number 250 or more items. Long-term curation loans, and short and long term outgoing loans are included in this inventory. This bureau-approved random sample inventory procedure may be completed manually or may be computer generated. Figure 4.3 shows the sample size needed for statistical validity of the inventory based on the number of catalog records for non-controlled property.

Random sampling is used in the inventory process to serve as an indicator of accountability in the entire collection. That is, if the sample inventory shows all objects and/or specimens accounted for, the assumption is that all objects and/or specimens in the universe sampled are accounted for.

The random sample inventory of non-controlled museum property must verify the presence or absence of the object or specimen and the catalog record, confirm that the object or specimen location and other data on the catalog record are complete and correct, and note any substantive change in the condition of the object or specimen since it was last inventoried.

c. Inventory of Museum Property (Accessions)

For museum property that has been accessioned but not cataloged, a 100% inventory is required if there are fewer than 250 accessions and a random sample inventory may be conducted if there are 250 or more accessions. Figure 4.3 illustrates the sample size needed for the inventory based on the number of accessions. The bureau must make interim provisions for inventorying objects and/or specimens by accession number until they are cataloged. The presence of the accession record and its associated objects is verified.

3. Conducting the Inventory

Inventory and random sampling procedures should be provided by each bureau. If it is not possible for

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curatorial staff to personally verify the presence of museum property in an outgoing loan, this information should be explained on the inventory form. If an outgoing loan is to be renewed, the location and condition of the objects and/or specimens should be verified. An exception is that objects and/or specimens on loan to a bureau repository or unit do not need to be verified by the unit because the repository should do a separate annual inventory of its holdings. The unit should specify on the inventory the name or acronym of the bureau repository to which the object or specimen is on outgoing loan.

If items that are on outgoing loan to another institution appear in the random sample, a letter should be sent by the designated authority requesting verification of the museum property. Written verification is not required if these catalog numbers are randomly selected in the year the loan was initiated or renewed. The bureau should establish the time period required for subsequent verification of catalog numbers in outgoing loans generated by a random sample conducted by mail.

The accountable officer appoints a team of at least two individuals to complete the physical inventory. One of the two people should be the custodial officer for museum property, or an individual designated by the custodial officer, who provides expertise in verifying descriptions and facilitating access to the museum property. The second individual is an impartial reviewer, who does not have direct responsibility for the museum property being inventoried. If insufficient staff is available in the unit, or in an adjacent unit, the regional or national office may provide assistance. For definitions of custodial and accountable officers, refer to the Departmental Manual, 410 DM 114-60.

Upon review and confirmation of the validity of the inventory, the team members should sign the inventory and the custodial officer for museum property and the accountable officer should each certify the inventories. They may be submitted to the bureau or designated area office property management officer if required.

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Units with sub-units using more than one series of approved accession and catalog numbers will need to complete a separate annual inventory for each different series of accession and catalog numbers.

Bureau centers that are managing collections for several units will need to complete annual inventories for these holdings.

The unit should retain inventories for three (3) years. In accordance with Departmental property regulations [410 DM 114-60], copies of inventories are to be submitted to the regional or area office property management officer. The complete inventory should be retained by that office for three years. If problems are identified in the inventory (e.g., large numbers of losses), then the complete inventory for a particular unit should be retained until the problem is corrected.

4. Mandatory Inventory Data

The inventory forms and manual and/or automated procedures developed by the bureaus require, at a minimum, the following data. The following inventory data refer to an inventory of cataloged museum property. To apply to museum property that has only been accessioned, substitute "accession" for the word "catalog."

a. Listing of Mandatory Inventory Data

Completion of all data found below is mandatory [411 DM 3.4B]. If information is not available "unknown" or "not applicable" should be indicated.

- ! Location
- ! Catalog number (or accession number as appropriate)
- ! Object and/or specimen presence
- ! Record presence
- ! Information accuracy
- ! Condition

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b. Inventory Data Definitions

1) **Location**

The location of the object or specimen as recorded on the catalog record [or location appropriate to the discipline (e.g., for natural history specimens phylogenetic information may imply the storage location)] is compared with the actual physical location.

2) **Catalog Number (or accession number as appropriate)**

The catalog number on the catalog record (or accession number as appropriate) is compared with the number on the object or specimen or its associated tag or label.

3) **Object or Specimen Presence**

The presence or absence of the object or specimen is verified. Objects and/or specimens that have been deaccessioned and so documented are considered to be accounted for inventory purposes.

Before indicating absence of an object or specimen, the inventory staff should make a thorough search of the storage and exhibit areas, and other areas where the object or specimen might be, and check the outgoing loan records. Absence of an object or specimen must be explained. If loss of the object or specimen has been reported on a law enforcement report, and/or a Report of Survey (see Figure 4.4), this is noted, giving the dates of the reports. The loss of a museum object or specimen must be reported as described in Section C.

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4) **Record Presence**

Verify the presence or absence of the catalog record corresponding to the number.

5) **Information Accuracy**

Verify that information on the catalog record is complete and accurate (e.g., descriptive information such as condition). Explain incomplete or inaccurate information on the catalog record.

6) **Condition**

Condition must be verified as to whether it has changed appreciably from the condition last noted. Any change in condition is recorded.

After the inventory, update all catalog records and catalog folders to note all changes in condition. If the object or specimen was damaged through vandalism, notification of law enforcement officials may be required. Such a report should be completed at the time of discovery.

B. DOCUMENTING MUSEUM PROPERTY LOCATION

1. Completing the Catalog Record

At the time of cataloging, the specific object or specimen location is noted on the catalog record (e.g., building, room, storage or exhibit case, and drawer or shelf). Any changes in the location of museum property should be noted on the catalog record, so that tracking museum property is easily accomplished. Locations recorded for natural history specimens that are

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stored by phylogenetic taxonomy may be less specific as the locations within a case or shelving unit are understood by virtue of their position in the taxonomy.

2. Location File and Location Report

Units should generate updated museum property location reports for ready reference. Reports may be maintained in the exhibit and storage area for ready reference.

Reports consist of a list of objects and/or specimens organized by current location, and then generally in numerical order by catalog number for easy access. Reports should be regenerated whenever museum property is moved to new locations. There may be exceptions in natural history collections where specimens may be stored by taxonomic classification.

3. Object and/or Specimen Temporary Removal Slip

If museum property is temporarily removed from its assigned location, an object and/or specimen temporary removal slip (see example in Figure 4.5) is, generally, left in its place. The slip provides a visual tracking system indicating that the museum property has been removed. The slip is used as a reminder to staff that an object or specimen has been deliberately removed for a specific purpose and duration.

C. REPORTING LOSS OF MUSEUM PROPERTY

This section deals with the actions curatorial staff take upon discovering the loss of museum property. The focus is on adequate documentation of the loss and its circumstances for accountability purposes and for the record. "Loss," in this instance, is limited to traumatic and total loss (theft, destruction, or disappearance) and is not used to refer to losses of integrity (breakage, fading, or mildewing), other deterioration, or the deliberate deaccessioning of museum property.

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1. Actions to Take Upon Discovering Loss of Museum Property

Prevention of losses is discussed in the Museum Property Handbook, Volume I, Chapters 11 and 12. Investigatory activities should conform to bureau policies and procedures.

The curatorial staff may receive loss reports from housekeepers, security personnel, office occupants, interpreters, or others who noticed something missing when they made their customary rounds. Losses may also be discovered during the periodic inventory of museum property.

Immediately upon notification of a loss, curatorial staff should locate the pertinent catalog record and make a photocopy for use during their investigation. Curatorial staff should also retrieve any available photographic prints of the missing object(s) and/or specimens. Before calling law enforcement officials, the area should be searched to see if the museum property has been misplaced in a nearby location. If the staff is unable to locate the missing object or specimen within 24 hours law enforcement authorities should be contacted. Copies of catalog records and photographs should immediately be made available, along with a verbal report of the loss, to the appropriate law enforcement official responsible for the security of the museum property collection.

The curatorial staff should go to the object or specimen's customary location with the law enforcement officer or equivalent and, if possible, the person who reported the loss. Using the copy of the catalog record and a photograph, if available, they should search the area again. The catalog record and photograph can aid in identifying the object or specimen.

If the search of the immediate area is unsuccessful, the law enforcement officer or equivalent should complete a law enforcement report. This report should indicate that the missing object or specimen is museum property and a copy of each relevant catalog record should be attached to the report. All relevant museum property records

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should be made available to appropriate law enforcement officers investigating the loss.

Copies of the law enforcement report and of all other reports relating to the loss should be placed in the accession folder(s) and catalog folder(s) of the missing object(s) or specimen(s). If the lost property is found, this change in status is noted in the record for each object or specimen, along with a statement of the circumstances of the disappearance and an assessment of the condition of the object(s) or specimen(s) upon return.

If the museum property is not recovered or found, the curatorial staff should initiate the deaccession of the material within 30 days of the discovery of the loss. Deaccession (disposal) transactions as a result of loss require the completion of a Report of Survey (DI-103; Figure 4.4) and review by a Board of Survey. Procedures are described in Chapter 6, "Deaccessioning," Section E, "Loss or Involuntary Destruction."

Losses of controlled and other property appearing in the random sample must be reported on the annual inventory. All losses of museum property, regardless of value, must be reported each calendar year in the "Deaccessions" Section of the Museum Property Survey Report (411 DM 3.3B(2); see Figure 4.6).

If the inventory of property indicates that a substantial loss has occurred or a significant number of items are unaccounted for, the designated bureau authority may require the unit to complete a full inventory of all museum property. The Department of the Interior Inspector General may be requested to investigate the situation.

2. Reporting Stolen Museum Property to Outside Agencies

The following agencies and offices are among those that may be notified in the event of a theft or other possibly criminal loss of objects and/or specimens from Department of the Interior museum property collections. Some of

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these agencies and offices are interested only in losses of fine arts (e.g., paintings or sculpture), while others are interested only in losses of library and historical and/or scientific documentation. It is a good idea, however, to report to the appropriate outside agency all losses of museum property, library materials, and historical and scientific documentation. The more widely the loss is reported, the better the chance of its recovery. These agencies and offices should be notified only after local law enforcement authorities and the bureau law enforcement specialist have been notified (410 DM 114-60.812-2). In some jurisdictions, the local police assume the responsibility for reporting crimes to the FBI and to Interpol. However, unit or bureau office personnel may have to take the responsibility of notifying all other agencies and offices.

<u>Agency/Office</u>	<u>Comments</u>
National Stolen Art File Federal Bureau of Investigation Headquarters, Laboratory Division Washington, DC 20535	! Investigates theft of cultural property valued over \$5000 and suspected of interstate commerce ! Fine art, gems, and coins over \$2000
REQUEST ALL INFORMATION THROUGH THE LOCAL FBI OFFICE	! Stolen and recovered listings computerized ! Updated every six months
INTERPOL-Washington, D.C. National Central Bureau U.S. Department of Justice Washington, DC 20630 (202) 272-8383	! Fine art, gems, and coins thought to be transported internationally ! Stolen and recovered listings computerized ! Publishes "Stolen Property Notice" about monthly, and
REQUEST ALL INFORMATION THROUGH THE LOCAL POLICE DEPARTMENT	"12 Most Wanted" to 135 countries plus 15

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	addressees in the United States
Commanding Officer New York City Police Dept. Special Frauds Squad Rm 1110J 1 Police Plaza New York, NY 100381497 (212) 374-6910	! Fine art, gems, coins, and manuscripts for the New York City metropolitan area ! Stolen listings only, manually indexed ! Information from NYC Police on request
Art Dealer Association of American, Inc. 575 Madison Avenue New York, NY 10022 (212) 940-8590	! Fine art, gems, and coins only ! Stolen and recovered listing, manually indexed ! Publishes reports bi- monthly for law enforcement agencies, dealers, and major museums (plus 1000 addressees).
International Foundation for Research, Inc. 46 East 70t Street New York, NY 10021 (212) 879-1789	! No limit on number of entries ! Stolen and recovered art listings, to be computerized ! Publishes "Index of Stolen Art" yearly, "Stolen Art Alert" monthly, and "Art Theft Alert" for major thefts to 1000 subscribers
Special Agent in Charge U.S. Custom Service P.O. Box 938 Church St. Station New York, NY 10008 (212) 566-2910	! Fine art only for NYC Customs ! For exported art, manually indexed ! Listings from other organizations ! Information available through police organizations

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Bookline Alert - Missing ! Books, rare books,
P.O. Box 236 published works, and
Washington, CT 06793 manuscripts only
(212) 737-2715 ! Stolen and recovered books
and manuscripts (BAM-BAM)

computerized listings

! Information available
through a computer
telephone modem at a one-
time access fee to about
800 subscribers.

AB Bookman's Weekly ! Stolen and recovered items
P.O. Box AB listed separately
Clifton, New Jersey 07015 ! Published in the "Missing
and Stolen Books" column
WRITE, DO NOT PHONE "AB Bookman's Weekly" as

monthly, reported, about
8000 subscribers for a
modest fee

American Philatelic Society ! Stamps only
Stamp Theft Committee ! Stolen items only, to be
P.O. Box 2457 computerized
Vienna, OH 44473 ! Published in "American
(216) 856-5895 Philatelist" monthly to
55,000 subscribers
! All recovery information
requests are shared with
police

Antiques Market ! Excavated archeological
Journal of Field Archeology material with some

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Boston University	documentation
745 Commonwealth Avenue	! Stolen and recovered
Boston, MA 02215	materials, manually indexed
(617) 353-2357	! Published monthly in the
	"Journal of Field
	Archeology" to about
	1600 subscribers

D. REPRODUCTIONS AND OUTDOOR EXHIBITS

1. Reproductions

Reproductions on exhibit or in museum storage should be accessioned and cataloged as museum property. Additional guidance on what reproductions are to be considered museum property may be found in the unit's Scope of Collection Statement. Exhibition aids (i.e., display panels, photographs, dioramas, and other display art produced in connection with the exhibit) generally are not accessioned and cataloged as museum property.

Reproductions used in "living history" interpretative programs and demonstrations should not be accessioned and cataloged as museum property. Such property that is not considered museum property should be managed according to standard personal property procedures and should be clearly marked as a reproduction.

2. Material Exhibited Outdoors

Movable museum property (e.g., cannons, carriages, net reels, drill presses, and threshers) exhibited outdoors, which is not incorporated into the design of a fixed monument, should be accessioned and cataloged as museum property. Fixed outdoor monuments are defined as structures, which are considered real property.

E. CONSUMPTIVE USE OF MUSEUM PROPERTY

Consumptive use is a form of disposition and should be carefully considered. A primary concern in all uses of

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museum property is the preservation of each object and/or specimen and the collection as a whole. Any use that is likely to damage or hasten the deterioration of museum property should be avoided. Controlled use of museum property may be authorized. The following points highlight considerations when using museum property.

1. A unit's museum property collection is acquired in accordance with the unit's Scope of Collection Statement, and is accessioned, cataloged, maintained, and used in accordance with guidelines in the Museum Property Handbook, Volume I and Volume II.
2. Bureau programs using selected museum property benefit the public by fostering an understanding and appreciation of the values reflected in cultural and natural heritage.
3. The museum property collection is used in a beneficial and, as applicable, non-consumptive manner.
4. In cases where use of a museum object or specimen would expose it to unacceptable wear, deterioration, destruction, or the possibility of breakage or theft, an accurate reproduction should be used if appropriate. In certain instances, the designated authority may exempt individual objects and/or specimens from this requirement if the unit manager has submitted an acceptable justification/impact statement. This statement should demonstrate that the program in which the museum property is to be used is for the greater benefit of the public and will enhance public understanding and appreciation of the values of cultural and natural heritage or contribute significantly to their preservation or protection. Further, the statement should show that use of a reproduction of the original or use of a reproduction of a similar object or specimen would not accomplish the intended purpose. The statement from the unit should contain the following sections:
 - a) Description of the program and the proposed use of the object or specimen.
 - b) Description of the object or specimen to be used and

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- a copy of its catalog card.
- c) Explanation of relevance of the activity to unit management needs.
 - d) Discussion of alternate activities or media which could be used to achieve the same or similar purpose.
 - e) Explanation of why it is not feasible to use reproductions of the museum property or similar objects or specimens.
 - f) Measures proposed to mitigate the loss or physical damage that might occur to the museum property. For example, a carriage or wagon approved for use in parades should be included in a unit's cyclic maintenance program.
 - g) Discussion of how the unit will explain to the public why the museum property is being used in a potentially consumptive manner.
5. Destructive analysis is a legitimate use of museum property collections for approved research purposes when the impact is minor (e.g., taking a thread from the backing surface of a painting for analysis) or when the object or specimen is common (e.g., a pot sherd used for dating purposes or a botanical sample taken for genetic analysis). Approval by the unit manager is required when the impact is minor or when the object or specimen is common. However, if an object or specimen is rare or significant, destructive analysis should be approved by the accountable office. Refer to Chapter 6 of this Volume.
6. No exemption should be granted for use of museum property in activities where such use may lead to loss or deterioration of museum objects and/or specimens that are directly connected with or are prime survivors from the unit's historic periods, events, or personalities; or are type specimens or one of a kind natural history specimens; or remain of scientific interest. The justification statement should certify that the museum

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property requested for exemption do not meet the above criteria.

An exemption may be granted for professional scientific analysis that will damage, deteriorate, or destroy all or portions of any museum objects and/or specimens, except natural history name-bearing type specimens, if that analysis is based on a professional research design that clearly documents the scientific need for the use of such techniques.

7. No exemption should be granted for use of museum property where such use may lead to loss or destruction of human remains, associated funerary objects, sacred objects, or objects of cultural patrimony, as defined by the Native American Graves Protection and Repatriation Act, unless such use is approved by the affiliated cultural group. Bureaus may specifically prohibit exhibit of skeletal or mummified human remains or photos or replicas of them.
8. Reproductions used in place of original museum property must be marked as such especially if retained in the museum property collection. They are accounted for as described in this Handbook.
9. The requirement to request an exemption for use of original objects applies only to objects that are in bureau ownership or custody.
10. Bureau personnel should use only reproduction weapons in firing demonstrations; no waivers for use of original museum firearms should be granted.

F. COMPLETING THE MUSEUM PROPERTY SURVEY

The Museum Property Survey documents the types and numbers of museum objects and/or specimens held by a bureau, their locations, and their general status, and assesses the status of their documentation and accountability (411 DM 3.3B). Each unit in the Department completed a Museum Property Survey in December 1991. This survey provided baseline data against which changes in the museum property collection may

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be measured. The bureau will make an annual call for updating the survey. Each unit will provide, at a minimum, the following information for the fiscal year being reported. This data will then be summarized by the bureau and submitted to the Department by June 30 following the fiscal year reported.

1. number of accessions and accession types;
2. number of objects and/or specimens acquired;
3. number of objects and/or specimens cataloged, by discipline (i.e., archeology, Native American [ethnographic], artwork, historic objects, historical and/or paleontology, geology, and environmental samples);
4. number of incoming and outgoing loans and total number of objects and/or specimens in each category;
5. number of deaccession transactions (regardless of value) and the total number of objects and/or specimens deaccessioned by discipline;
6. number of historical firearms acquired;
7. number of items receiving conservation treatment;
8. number of objects and/or specimens to be cataloged, by discipline, for all years (backlog);
9. number of objects and/or specimens cataloged, by discipline, for all years; and
10. total number of objects and/or specimens in the collection.

G. FIGURES

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SAMPLE
 INVENTORY OF MUSEUM PROPERTY
 Check One: RANDOM SAMPLE _____ CONTROLLED _____ UNIT _____

Last Cat. No. Used _____
 Sample Size _____

I hereby certify that I have made or caused to be made a physical inventory of cataloged museum property in or assigned to the area for which I am the "accountable officer," and that the property shown on sheets 1 to _____, inclusive, reflects a true and accurate accounting of cataloged museum property assigned to my area, and for which I am personally responsible. The property information shown on this listing, together with any additions, changes, or deletions annotated, reflects a true and accurate property inventory record as of the date of this certification.

Accountable Officer (Signature) _____ (Date) _____

I hereby certify that I have made or caused to be made a physical inventory of cataloged museum property in or assigned to the area for which I am the "custodial officer," and that the property shown on sheets 1 to _____, inclusive, reflects a true and accurate accounting of cataloged museum property assigned to my area, and for which I am personally responsible. The property information shown on this listing, together with any additions, changes, or deletions annotated, reflects a true and accurate property inventory record as of the date of this certification.

Custodial Officer (Signature) _____ (Date) _____

Signatures and titles of other persons completing inventory: _____

1 LOCATION	2 CATALOG NUMBER	3 NOT IN USE	4 CONT PROP	5 OBJ FD	6 REC FD	7 LOC	8 CAT REC OK	9 DAM	10 OBJ/SPEC NAME	11 REMARKS/CONDITION

INSTRUCTIONS CORRESPONDING TO COLUMN NUMBERS:

1. Enter location as recorded in catalog system.
2. Enter catalog number as it appears in random sample or on list of controlled museum property.
3. Check if catalog number randomly selected is not in use.
4. Check if object and/or specimen is controlled property.
5. Enter Y (Yes) if object and/or specimen is found; N (No) if not.
6. Enter Y if catalog record is found; N if not.
7. Enter Y if location is correct on the catalog record; N if not.
8. Enter Y if data on catalog record, other than location, is complete and accurate; N if not.
9. Enter Y if object and/or specimen has been damaged since last inspection; N if not.
10. List object and/or specimen name.
11. Provide explanations for all "No" responses.

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Figure 4.1a Inventory of Museum Property

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Figure 4.1b Inventory of Museum Property (Continued)

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SAMPLE
 INVENTORY OF MUSEUM PROPERTY (ACCESSIONS)

Last Acc. No. Used _____ UNIT _____
 Sample Size _____

I hereby certify that I have made or caused to be made a physical inventory of cataloged museum property in or assigned to the area for which I am the "accountable officer," and that the property shown on sheets 1 to _____, inclusive, reflects a true and accurate accounting of uncataloged museum property assigned to my area, and for which I am personally responsible. The property information shown on this listing, together with any additions, changes, or deletions annotated, reflects a true and accurate property inventory record as of the date of this certification.

I am aware that this inventory represents a substandard level of accountability because the property is not cataloged.

Accountable Officer (Signature) _____ (Date) _____

I hereby certify that I have made or caused to be made a physical inventory of uncataloged museum property in or assigned to the area for which I am the "custodial officer," and that the property shown on sheets 1 to _____, inclusive, reflects a true and accurate accounting of uncataloged museum property assigned to my area, and for which I am personally responsible. The property information shown on this listing, together with any additions, changes, or deletions annotated, reflects a true and accurate property inventory record as of the date of this certification.

Custodial Officer (Signature) _____ (Date) _____

Signatures and titles of other persons completing inventory: _____

1	2	3	4	5	6	7	8
LOCATION	ACCESSION NUMBER	NOT IN USE	REC FD	CAT	OBJ FD	DAM	REMARKS AND/OR CONDITION

INSTRUCTIONS CORRESPONDING TO COLUMN NUMBERS:

1. Enter location of accession.
2. Enter accession number.
3. Check if accession number randomly selected is not in use.
4. Enter Y (Yes) if the accession records (accession book, accession form, and accession folder) are complete and accurate; enter N (No) if not.
5. Enter N if the accession is not cataloged; P if partially cataloged; F if fully cataloged; and D if deaccessioned.
6. Enter Y if a spot-check shows that objects and specimens in the accession are present; N if not.
7. Enter Y if any objects and/or specimens in the accession have been damaged since last inspection; N if not.
8. Provide explanations for all "No" responses.

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Figure 4.2a Inventory of Museum Property (Accessions)

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Figure 4.2b Inventory of Museum Property (Accessions)

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Table 1
 Sample Size for Annual Collection Inventory
 (For Random Samples Only)
 Expected Rate of Occurrence Not Over 5%

<u>Last Record Number Used*</u>	Confidence Level 95%	<u>Sample size for Precision of ± 3%</u>
		100% inventory required
1-249		
250		112
300		121
350		129
400		135
450		140
500		144
550		148
600		152
650		155
700		157
750		160
800		162
850		164
900		166
950		167
1,000		169
1,100		171
1,200		174
1,300		176
1,400		177
1,500		179
1,600		180
1,700		181
1,750		182
1,800		182
1,850		183
1,900		183
1,950		184
2,000		184
2,100		185
2,200		186
2,300		186

* If the last record number used is between the numbers listed, use the next highest number. For the Inventory of Museum Property (Random Sample) the "record number" is the catalog number. For the Inventory of Museum Property (Accessions) the "record number" is the accession number.

** These numbers were provided by the Department of the Interior Office of the Inspector General.

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Figure 4.3a Sample Sizes for Annual Collection Inventory

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Table 1 (Con't.)
 Sample Size for Annual Collection Inventory
 (For Random Samples Only)
 Expected Rate of Occurrence Not Over 5%
 Confidence Level 95%

<u>Last Record Number Used*</u>	<u>Sample size for Precision of ± 3%</u>
2,400	187
2,500	188
2,600	188
2,700	189
2,800	189
2,900	190
3,100	190
3,300	191
3,500	192
3,700	192
3,900	193
4,000	193
4,500	194
4,700	194
5,000	195
5,500	196
6,000	196
6,500	197
7,500	197
8,000	198
9,000	198
9,500	199
11,500	199
13,000	200
16,500	200
19,000	201
30,000	201
32,000	202
100,000	202
150,000	203
500,000	203
20,000,000	203

* If the last record number used is between the numbers listed, use the next highest number. For the Inventory of Museum Property (Random Sample) the "record number" is the catalog number. For the Inventory of Museum Property (Accessions) the "record number" is the accession number.

Figure 4.3b Sample Sizes for Annual Collection Inventory

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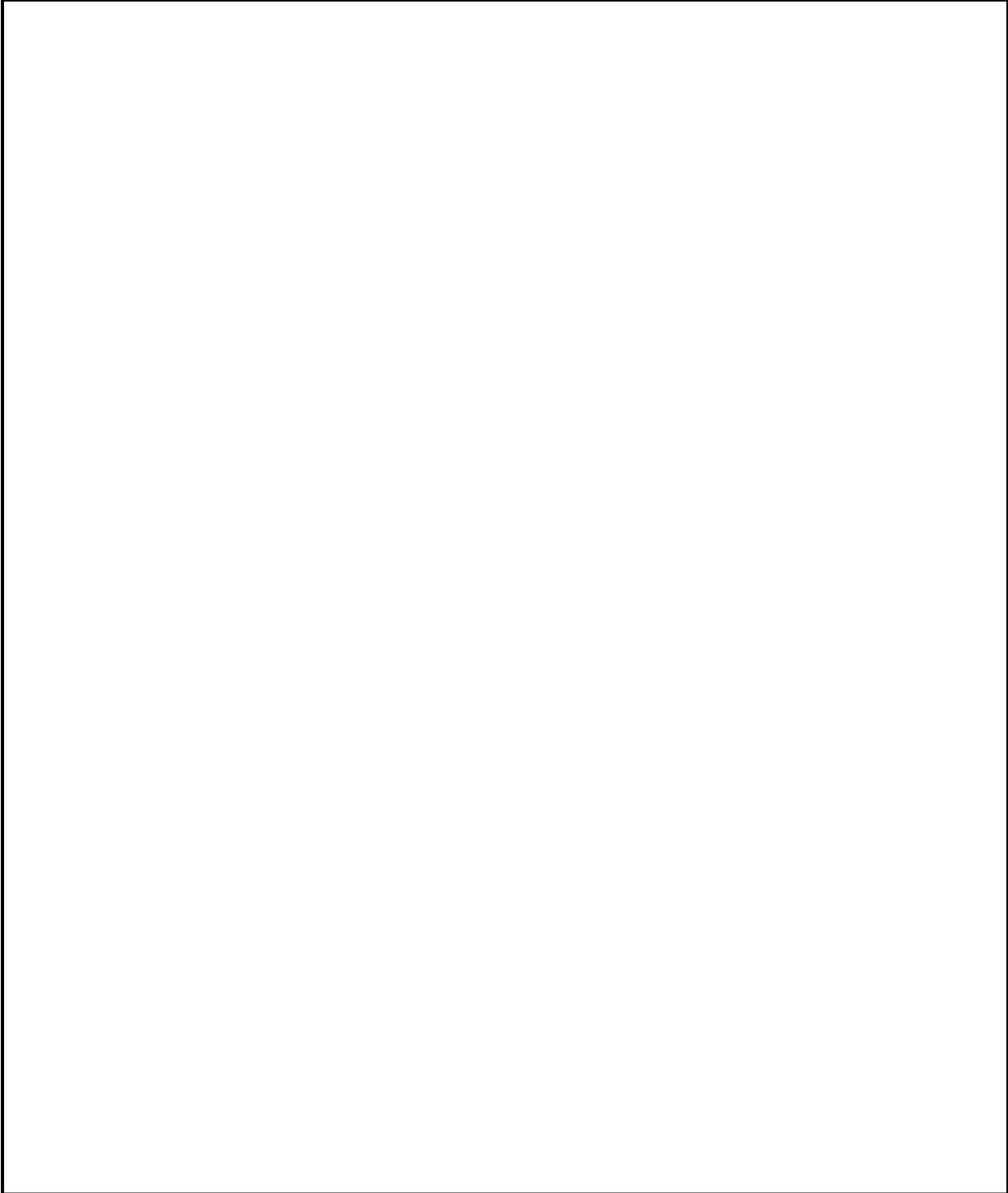
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Figure 4.4 Report of Survey (Form DI-103)

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<p>SAMPLE OBJECT AND/OR SPECIMEN TEMPORARY REMOVAL SLIP</p> <p>Catalog Number _____</p> <p>Object or Specimen Name: _____</p> <p>Permanent Location: _____</p> <p>Purpose of Removal: _____</p> <p>Temporary Location: _____</p> <p>Removed by: _____</p> <p>Date Removed: _____</p>
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Figure 4.5 Object and/or Specimen Temporary Removal Slip

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SAMPLE
 MUSEUM PROPERTY SURVEY

For the Period _____

Complete this form to provide data for use in assessing the size and documentation status of museum property.

I. **UNIT:** _____ **BUREAU:** _____

FORM COMPLETED BY: _____ Title: _____ Date: _____

ii.

	TRANS-ACTIONS	ARCH	NAT AM	ART	HIST	DOCS	BIO(P)	BIO(A)	PALEO	GEOLOG	ENV	ITEM TOTAL
ACCESSIONS												
Donation												
Purchase												
Exchange												
Transfer												
Field Collection												
Total Accessions												
CATALOGING												
INCOMING LOANS												
OUTGOING LOANS												
DEACCESSIONS												
CONSERVATION TREATMENT												
CATALOGING (All Years)												
BACKLOG (Uncataloged)												
TOTAL COLLECTION SIZE												
INSTRUCTIONS											Number of Historical Firearms Acquired	

DISCIPLINES

ARCH: Archeology
 NAT AM: Native American (ethnographic)
 ART: Artwork
 HIST: Historic Objects
 DOCS: Historical and/or Scientific Document Collections
 BIO(P): Biology--Plants
 BIO(A): Biology--Animals
 PALEO: Paleontology
 GEOL: Geology
 ENV: Environmental Samples

Include cataloged and uncataloged items (objects and specimens) for all museum property in unit and/or bureau-managed repositories. "Lots" or groups of identical objects and specimens from the same source and having the same documentary information, should be counted as 1, e.g. archeological sherds of one type from the same provenience are given 1 catalog number and counted as 1; 1 skeleton, though it has many bones, is counted as 1. For historical documents and documents that fall under other museum property types (e.g., field notes), provide one or both of the following two options: 1) a count of individual documents, and/or a count of lots; 2) linear feet, e.g. for 285 individual documents and 3 lots, enter 288, for 3 linear feet, enter "3 lin ft." If some items are counted and others measured in linear feet, enter as follows "288/3 lin ft." A document will be counted or measured, not both. If the specific number of items is not known, estimate in round numbers indicating magnitude (e.g. 10, 1,000, 10,000, 500,000). Give the best numerical estimate. Do not write "unknown" for the number of items. Enter estimates in parentheses.

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Figure 4.6a Museum Property Survey

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SAMPLE
MUSEUM PROPERTY SURVEY

UNIT:

BUREAU:

iii. **NON-BUREAU LOCATION OF COLLECTIONS AND TYPES OF DOCUMENTATION SYSTEMS** Indicate known locations of the unit's museum property housed at non-Bureau repositories, e.g. universities and museums. Indicate museum property type, number of items, percentage cataloged and cataloging system used, i.e. whether the cataloging system is a Bureau or non-Bureau cataloging system. "Lots" or groups of identical objects and specimens from the same source and having the same documentary information, should be counted as 1, e.g. archeological sherds of one type from the same provenience are given 1 catalog number and counted as 1; 1 skeleton, though it has many bones, is counted as 1. If museum property is known to be in non-Bureau repositories, but these repositories are not specifically identified, enter "unknown" under "Name of Repository." If the specific number of items is not known, estimate in round numbers indicating magnitude (e.g. 10, 1,000, 10,000, 500,000). Give the best numerical estimate. Do not write "unknown" for the number of items. Enter estimates in parentheses.

	NAME OF REPOSITORY	MUSEUM PROPERTY TYPE	MUSEUM PROPERTY	NUMBER OF ITEMS IN COLLECTION	CATALOGING SYSTEM	PERCENTAGE CATALOGED
e.g. 1	Museum of Northern Arizona (MNA)	Archeology		40,000 (Y)	MNA	89%
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

COMMENTS:

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Figure 4.6b Museum Property Survey

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